

Example 16

PROCEDURE FOR ENVIRONMENTAL MANAGEMENT PROGRAMS	Form 16 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u>
<p>Prepare a procedure to develop and maintain the company's environmental management programs and their associated action plans.</p>	
<p>Fort Anywhere Motor Pool EMS Procedure #5: Environmental Management Programs Issue Date: March 10, 2000</p>	
<p><u>I. Purpose</u></p>	
<p><i>To provide a standard procedure for establishing and maintaining environmental management programs to achieve the company's objectives and targets. Implementation of this procedure will ensure that the means and resources, time schedule, and the designation of responsibility for achieving the objectives and targets are identified for the company's existing and future activities/products/services.</i></p>	
<p><u>II. Definitions</u></p>	
<p>Action Plan - <i>A detailed implementation plan for an environmental objective and its targets.</i></p>	
<p>Environmental Management Program - <i>an action plan or a series of action plans to achieve an environmental objective.</i></p>	
<p>Environmental Objective - <i>A higher-level, overall environmental, health and safety goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.</i></p>	
<p>Environmental Target - <i>A detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental, health and safety objectives and needs to be set and met in order to achieve those objectives.</i></p>	
<p>Significant Impact - <i>any significant change (determined by company procedure or established criteria) to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services.</i></p>	
<p>Target Leader - <i>person responsible for ensuring that a target is achieved within a specified time-frame.</i></p>	
<p><u>III. Supporting Documents</u></p>	
<p><u>Document Identification</u></p> <p>Form 12</p> <p>Form 13</p> <p>Form 15</p>	<p><u>Title</u></p> <p>Environmental Objectives</p> <p>Objectives And Targets</p> <p>Environmental Management Program</p>
<p><u>IV. Procedure</u></p>	
<ol style="list-style-type: none"><i>The EMS coordinator, with the EMS Representative's approval, will assign a target leader for each target.</i><i>The target leader will complete an action plan to complete his/her target and submit it to the EMS Representative for final approval.</i><i>The target leader will update the action plan on a quarterly basis to submit for review at the management meetings.</i>	